



## COUNTY OF SAN DIEGO LUEG DISCRETIONARY LAND USE PERMIT PROCESS BPR

### FAQ Sheet

***Q. What is the LUEG Discretionary BPR?***

- A.** The Land Use and Environment Group (LUEG) Business Process Reengineering (BPR) of the Discretionary Review Process is a program with the primary goal of substantially reducing the time it takes to process discretionary land use projects (e.g., the subdivision of land, major land use permits). Additional goals of the program include improving the quality of the final work products (EIRs and technical studies), increasing the transparency of the process for both the public and project applicants, and decreasing overall processing costs. All of these goals are to be met without requiring substantive changes to existing land use and environmental regulations.

***Q. What are the Major Components of the BPR?***

- A.** In August of 2005, a BPR team met to thoroughly review the discretionary land use permit process and provided recommendations of the changes necessary to meet the BPR goals. An 18-month work plan was developed to implement these goals. The work plan required funding and necessitated changes to County policies that guide the administrative processing of discretionary land use projects. The work plan was vetted in multiple hearings of the San Diego County Planning Commission and ultimately approved for implementation on February 28, 2006 by the Board of Supervisors. The work plan is being implemented in a three-phase, 18-month long process. The major components of the BPR work program include:

- Mandatory Major Project Pre- Application Process.
- Development of Guidelines for Determining Significance for several environmental subject areas.
- Development of Report Format and Content Requirements for several environmental subject areas.
- Replacement of County's preexisting Environmental Consultant's List process with a new Request for Qualifications (RFQ) process that approves the most qualified Consultants to complete work on behalf of the County.
- Memorandum of Understanding (MOU) requirement that defines the relationships between County staff, Consultants and Project Applicants.
- Ongoing Training Program for CEQA Consultants.
- Several process changes.

***Q. What is the Major Pre-Application Process and for what projects does it apply?***

- A.** As of January 1, 2007, any permit types that require decisions from either the Planning Commission or the Board of Supervisors must complete the Major Pre-Application Process prior to submittal of a discretionary permit application. Mandatory Major Pre-Application consultations are expected to set reasonable expectations and identify major issues early in the process avoiding redesign, rewrites and additional work later in the process. Furthermore better direction can be provided on policy interpretations at the beginning of the process, instead of the end. This should ultimately lead to shorter review times once a formal project submittal is made. For more information read the Major Pre-Application FAQ Sheet or contact the Zoning Counter at (858) 565-5981.

***Q. When do the new Guidelines for Determining Significance and/or Report Format & Content Requirements for technical studies apply to projects?***

- A.** Technical studies and EIRs requested by the County after the release date (see below) of any of the new subject area Guidelines for Determining Significance and Report Format & Content Guidelines should use these guidelines and report format requirements when preparing technical studies.

*Phase I – September 26, 2006*

Archaeological Resources;  
Biological Resources;  
EIR Format & Content Requirements;  
Historical Resources; and  
Transportation & Traffic.

*Phase II – March 19, 2007*

Agricultural Resources;  
Air Quality;  
Groundwater;  
Noise; and  
Wildland Fire and Fire Protection.

*Phase III Anticipated Release Date July/August 2007*

Aesthetics (Dark Skies and Glare and Visual Resources)  
Geology (Geologic Hazards, Unique Geology and Mineral Resources)  
Hazards (Airport Hazards, Emergency Response, Vectors and Hazardous Materials and Existing Contamination)  
Hydrology  
Water Quality

***Q. Do I have to change my existing technical studies to incorporate the new Guidelines for Determining Significance and Report Format & Content Requirements?***

- A.** No, not for the foreseeable future. If technical studies and EIRs were requested by the County prior to the adoption of the new Guidelines for Determining Significance and Report Format & Content Requirements you are not presently required to comply with the new Guidelines/Formats. The County may reconsider the requirement in the distant future (two or more years from release date) for projects that have shown little or poor progress.

Nonetheless, applicants are encouraged to consider using the new Guidelines and Report Format & Content Requirements even if they require substantial revisions because overall processing times may be reduced.

***Q. I have a project with DPLU and existing consultant(s) working on technical studies. A new list of consultants has been released; do I need to change to a consultant on the new CEQA Consultant List for Privately Initiated Projects?***

**A.** Consultants working on technical studies and EIRs requested by the County prior to the release date of the new subject area consultant list may finish the work on those technical studies/EIRs for that project. Likewise, technical studies/EIRs requested after the release date (see below) of the new subject area consultant list must use consultants from the new CEQA Consultant List for the applicable subject area and upon selection and MOU must be executed.

*Phase I – September 8, 2006*

Archaeological Resources;  
Biological Resources;  
EIR Preparers;  
Historical Resources; and  
Transportation & Traffic.

*Phase II – March 9, 2007*

Agricultural Resources;  
Air Quality;  
Groundwater;  
Noise; and  
Wildland Fire and Fire Protection.

*Phase III Anticipated Release Date July/August 2007*

Aesthetics (Visual Resources)  
Geology (Mineral Resources)  
Revegetation Planning

***Q. I am a consultant who is currently not on the CEQA Consultant List for Privately Initiated Projects. Can I still work on technical studies submitted to the County of San Diego for privately initiated project requested after the release date of the new subject area lists?***

**A.** Consultants not on the list may only complete work if a consultant who is listed approves, signs and takes responsibility for the overall quality of the work product.

***Q. When will the County post another Request for Qualifications (RFQ) for the CEQA Consultant Lists for Privately Initiated Projects?***

**A.** The Department of Planning and Land Use (DPLU) in conjunction with the Department of Public Works (DPW) will abolish and re-establish the lists for each subject area approximately every 2 years. The Departments will consider reopening lists (without abolishing) for new applications on an approximate annual basis. These RFQs will be posted on the DPLU website ([http://www.sdcdplu.org/bpr\\_index.html](http://www.sdcdplu.org/bpr_index.html)), notices will be placed in a local newspaper and distributed to professional organizations associated with the subject area. Those interested in receiving an e-mail notice should send an e-mail to [dplu@sdcounty.ca.gov](mailto:dplu@sdcounty.ca.gov) requesting to be placed on the RFQ Notification List.

***Q. When was the requirement to execute a Memorandum of Understanding (MOU) implemented and when does an MOU need to be executed?***

**A.** The MOU was implemented on July 1, 2006. All projects scoped on or after July 1, 2006, require an MOU to be executed for each technical study (does not apply to Fire Short Forms and *minor* stormwater management plans). MOUs are to be signed by both the applicant and the applicable consultant(s), and submitted with the first iteration review. County staff will finish executing the MOU and provide all parties with signed copies.